

Person Specification – School Administration Assistant

Criteria	Essential	Desirable	Evidence
Qualifications and training	Educated to GCSE level grade C or above (or equivalent), including English and Maths. Evidence of commitment to ongoing professional development.	Relevant administrative or communication qualifications. Training in safeguarding, GDPR First Aid knowledge Managing and administrating medicine Allergy awareness	
Experience	Experience working in a busy administrative role with competing priorities. Experience managing communications such as newsletters, website content Experience liaising with multiple stakeholders (staff, parents, and external organisations). Experience maintaining accurate records and handling sensitive information.	Experience working in a school or similar educational environment. Experience managing trip administration or educational visits processes. Experience using MIS systems such as SIMs, Tucasi	

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Knowledge and skills	Excellent organisational skills, with the ability to manage deadlines, workload, and priorities. Strong written communication skills, with the ability to produce clear, accurate, and engaging content. Confident use of IT systems, including Microsoft Office, email, and online platforms. Understanding of professional communication standards across social media and newsletters. Ability to maintain confidentiality and work in line with GDPR requirements. Strong attention to detail and high accuracy in data handling and record-keeping. Ability to respond calmly and professionally in a busy environment.	Knowledge of safeguarding expectations in relation to visitors, student information, and school trips. Understanding of statutory requirements relating to school communications, policies, and compliance.	

Criteria	Essential	Desirable	Evidence
Personal qualities	Friendly, welcoming, and professional manner when dealing with pupils, parents, staff, and visitors. Proactive and solution-focused, with the ability to work independently when required. Reliable, flexible, and willing to support colleagues as part of a cohesive administrative team. Commitment to maintaining high standards in communication, organisation, and professionalism. Ability to demonstrate discretion, sensitivity, and integrity when handling confidential matters. A positive attitude and genuine commitment to supporting the ethos and values of the school.		
Other	Willingness to work flexibly and support whole-school events.		

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	Commitment to safeguarding and promoting the welfare of children and young people. Undertake relevant training, including safeguarding, first aid, or other role-related courses. Enhanced clearance from the Disclosure and Barring Service (DBS). This will be carried out by the school on appointment.		